

ROUTING AND TRANSMITTAL SLIP			Date
TO: (Name, office symbol, room number, building, Agency/Post)			20 AUG 1987
			Initials Date
1. DIRECTOR OF PERSONNEL			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

#1 - ACTION

PLEASE PREPARE RESPONSE FOR THE  
DCI'S SIGNATURE.

SUSPENSE: 27 AUGUST 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXA/DDA	Phone No.

5041-102

\*U.S.GPO:1985-0-461-274/20011

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					

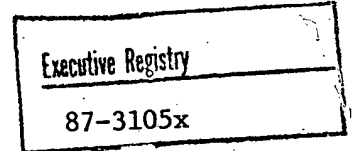
SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

Exe \_\_\_\_\_  
18 Aug '87  
Date

3637 (10-81)

THE WHITE HOUSE  
WASHINGTON



August 12, 1987

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

We see the promise of our great Nation exemplified in our Constitution whose bicentennial we celebrate this year. The 1987-88 Combined Federal Campaign gives us the opportunity to help others achieve the full promise of America through our voluntary giving. It is important that each of us take visible leadership roles in the Campaigns in our agencies.

Secretary of Health and Human Services Otis R. Bowen has agreed to serve as Chairman of the 1987-88 Combined Federal Campaign of the National Capital Area. I am asking that you support Secretary Bowen by personally serving as Chairman of the Campaign in your agency and appointing a top official as your Vice Chairman. Please advise Secretary Bowen of your willingness to serve and the name of the person you designate.

The single most important ingredient in making the Combined Federal Campaign a success is the active involvement of top leadership. Consequently, your personal interest, visible support, and participation are essential. Thousands of Federal employees participate, but many others remain on the sidelines. Make a special effort to encourage all of your employees, both in the Washington area and in all the CFC locations worldwide, to support the Campaign.

With your leadership, we can make this fall's campaign a resounding success.

*Ronald Reagan*